

# User Guide for the EE Summarizer Tool

## INTRODUCTION

The "Summarizer" is a tool BPA designed to give you visibility into the sum of savings and reimbursements expected within an IS 2.0 invoice as well as provide insight into the errors within your reporting spreadsheets so that you can correct them prior to submission.

The Summarizer tool will pull key data from the reporting spreadsheets you plan on submitting in an invoice package and perform basic calculations in order to provide you summary information in number of tabs so that you will have an overall picture of your invoice before you submit it. The Summarizer is macro-based and will perform all of its functionality automatically.

The Summarizer can use data from the following tools that BPA has made available to utilities:

Document Type	Accepted Versions	Number Accepted	File Types
Deemed Measure Upload Template	0, 1.0, 1.1	Multiple per Invoice	XLS and XLSX
Lighting Calculator	2.0, 2.1, 2.2, 2.3, 2.4	Multiple per Invoice	XLS and XLSX
Compressed Air Calculator	2.5, 2.6, 2.7, 2.8	Multiple per Invoice	XLS and XLSX
Option 1 Custom Project Calculator	1.1	Multiple per Invoice	XLS and XLSX
Option 2 Custom Project Calculator	1.2	Multiple per Invoice	XLS and XLSX
Performance Payment	1.0	One per Invoice	XLS and XLSX
Progress Payment	1.0	Multiple per Invoice	XLS and XLSX
Energy Management – High Performance Energy Management	4.0	Multiple per Invoice	XLS and XLSX
Energy Management – Energy Project Manager	4.0	Multiple per Invoice	XLS and XLSX
Energy Management – Track and Tune	5.0	Multiple per Invoice	XLS and XLSX

## INSTRUCTIONS FOR USE

Ensure that you do the following before opening the summarizer tool:

1. All project-related files have been named using the accepted naming convention. For example, a lighting calculator might have a name like the following: LC\_EEI\_06082012\_10028\_Project5.xls
2. All project-related files are in a single folder on your hard drive
3. The Summarizer file is in the same folder

Before running the Summarizer, ensure that the following Excel settings have been enabled:

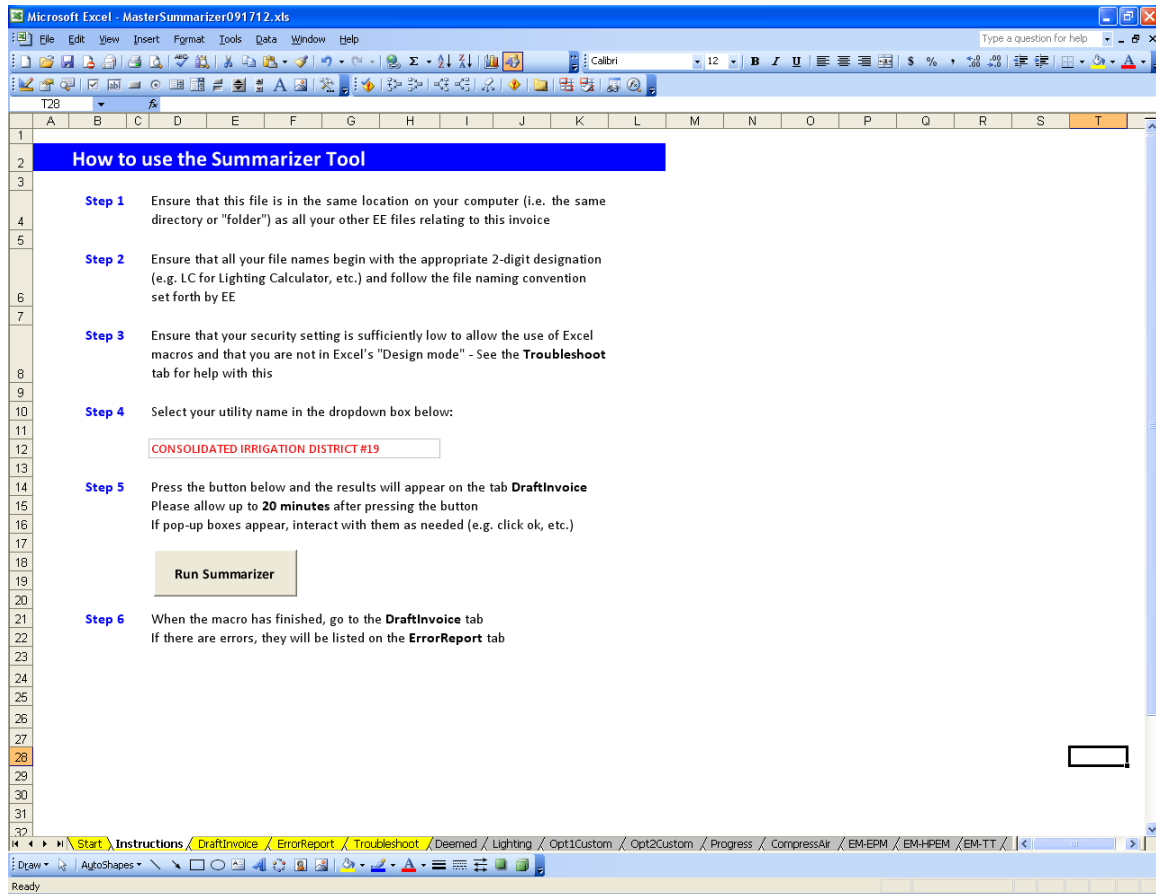
1. Macros are fully enabled in Excel (at lowest security setting)
2. Excel is NOT currently in Design Mode.
3. (see the [Troubleshoot](#) tab in the Summarizer for specific help with these steps):

Once the above is complete, go to the [Instructions](#) tab and, after reading through the steps, select your utility from the dropdown box and click once on the "Run Summarizer" button.



If only a few project files are being summarized, it may take only 30 seconds for the macro to complete. If there are a large number of project files, it may take up to 20 minutes for the Summarizer to complete data extraction, calculation and populating the various tabs. Even if Excel displays a “not responding” status on the title bar, the macros are most likely still running and performing as programmed.

See below for a screen shot of the [Instructions](#) tab.



## UNDERSTANDING ERRORS

Once a “run” is complete, the program may report that errors have been found. Please be advised that the summarizer only checks a sub-set of the full errors checked on the IS2 system and therefore should be seen as preliminary and partial.

Go to the [ErrorReport](#) tab to see a summary table of these errors. This tab provides the user with a very basic error report following data extraction from all relevant files. The macro code is not sophisticated enough to provide information on the specific error that occurred; it will only report the number of files found, the total rows of data found among that file group, the number of rows of data that were loaded (copied) into the appropriate tabs. Numbers in red indicate that there was an error in extraction; this does not necessarily indicate that there is a problem with the target file itself, only that the macro was not able to copy/paste the data.

See the appropriate tab for details (e.g. [Deemed](#), [Lighting](#), etc.) where the file in question should be highlighted in red. Individual cells containing data that have been flagged as erroneous are also shaded red (e.g. an unsupported

file version was used, data that is required to process the invoice is missing, etc.). See below for a screen shot of the [ErrorReport](#) tab.

**Error Report**

**File and Data Loading Results**

Tab	Documents	Data Files Found	Rows / Columns Found	File Loading Errors	Required Data Errors	Error Details
Deemed	Deemed Measure Upload Sheet	0	0	0	0	No errors
Lighting	Lighting Calculator	0	0	0	0	No errors
Opt1Custom	Option 1 Custom Project Calculator	0	0	0	0	No errors
Opt2Custom	Option 2 Custom Project Calculator	0	0	0	0	No errors
EM-HPEM	High-Performance Energy Management Calculator	0	0	0	0	No errors
EM-EPM	Energy Project Management Calculator	0	0	0	0	No errors
EM-TT	Track and Tune Calculator	0	0	0	0	No errors
Performance	Performance Payment Request	0	0	0	0	No errors
Progress	Progress Payment Request	0	0	0	0	No errors
CompressAir	Compressed Air Calculator	0	0	0	0	No errors
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

This tab provides the user with a very basic error report following data extraction from all relevant files. The macro code is not sophisticated enough to provide information on the specific error that occurred. It simply reports the number of files found, the total rows of data found among that file group and the number of rows of data that were loaded (copied) into the appropriate tabs. Numbers in red indicate that there was an error in extraction for one reason or another; this in no way indicates that there is a problem with the target file itself, only that the macro was not able to copy/paste the data. See the appropriate tab for details where the file in question should be highlighted in red as well.

**Data Files Found** = The number of correctly named files found in the same folder that this file is in  
**Rows / Columns Found** = The total number of rows or columns of data found in all the files found  
**File Loading Errors** = The number of files for which data extraction was not achieved  
**Required Data Errors** = The number of required fields for which data was missing among all the files

**Column Color Code for all the Data Tabs**

- Gray: This column contains data extracted from the source files
- Yellow: This column contains various calculations
- Green: This column contains data that the DraftInvoice tab pulls in (depending on errors)
- Orange: This column contains requirement conditions on the extracted data ("Deemed" tab only)
- Red: This column contains a generic error flag that includes/excludes data from DraftInvoice

Some errors can be solved fairly quickly and simply by going through the steps below while looking at the [ErrorReport](#) tab. If you find and fix errors in the source files, simply run the Summarizer again when ready to refresh the extracted data.

1. **Data Files Found** indicates the number of files in the folder you are using the summarizer could open and use. If this number does not match your expectations it is most likely due to a file being present that does not follow the naming convention. Review all of the file names and ensure that they follow the convention.
2. **Rows / Columns Found** indicates the number of rows or columns of data that were extracted from all the files found of that type. For example, lighting calculator files have only one row of data each, so the number of rows should match the number of files in the previous column. Does the total number seem reasonable given the types of files you are trying to summarize?
3. **File Loading Errors** represent the number of files for which data was not extracted. This could have occurred for one of various reasons:
  - a. The file in question was blank
  - b. The file in question was corrupt

- c. The file in question did not receive the correct password to open it
- d. The file in question was saved in an unsupported file type

4. **Required Data Errors** represent the number of data fields that have one of several issues.

- a. A particular field is always required and there was no data in the source file. For example, a reference number is required for every deemed measure. This error is often a result of the user not filling in the required fields as requested. Check through all the source files to ensure that the required fields were filled in correctly.
- b. There was inappropriate data in the source file. For example, a reimbursement request percentage was below 0% or above 100%. Check through all the source files to ensure that the data makes sense.
- c. A particular field is sometimes required and there was no data in the source file. For example, certain measures require more data to be entered than others. Check through all the source files to ensure that all the required data is present given the measure types being used.
- d. The data as a whole represent a situation in which something has expired. For example, if a lighting calculator with version 2.0 or 2.1 is submitted and the project completion date is after April 1<sup>st</sup>, 2012 then the version number is flagged as erroneous. It is important to ensure that you are working with the latest supported version of Excel templates distributed by EE. Check the EE website to see if a newer version is available should you encounter an error like this.

See below for a screenshot of the **Deemed** tab showing errors after data extraction.

	A	B	C	D	E	F	G	H	I	J
	Container Name	Funding Source	Reference Number	Quantity	Completion Date	Federal Facility	Unique Site ID	Site Name	Street	City
17	Active and Expired all Sectors	EEI	CUS520136	1	40983 NO		86900	Office Builders of A	134 45th Avenue	h Troutdale
18	Active and Expired all Sectors	EEI	CUS520141	1	40977 YES		8344800	USDA	96321 Rural Road	Summerville
19	Active and Expired all Sectors	EEI	AMDMC40151	1	40996 NO		8251800	Underwood Cherry	30 Washougal Driv	Yakima
20	Active and Expired all Sectors	EEI	RHVEN10011	1	40982 NO		9142100			
21	Active and Expired all Sectors	EEI	ILILB30003	59	41049 NO	569-B		Welders R Us	3908 Industrial Driv	Hampton
22	Active and Expired all Sectors	EEI	IMDMC30076	23	41063 NO		123333	Alcofossil	76 196th Street S.	Houton
23	Active and Expired all Sectors	EEI	IMDMC30035	15	41001 NO		9853-456	Commercial Trash	87654 County Line	Summerville
24	Active and Expired all Sectors	EEI	CFPCO20009	6	41030 NO			4529 Disneyland Hotel	12 Mickey Mouse	Anaheim
25	Active and Expired with missing info	Self-funded	CWRHW00347	862	40981 NO		8861200	The Ice Cube Com	64 - 67th NW	Elma
26	Active and Expired with missing info	EEI	ILILB30001	336	40981 NO		9101500			
27	Active and Expired with missing info	EEI	IMDMC30055	1	40994 NO		9123900			
28	Active and Expired with missing info	EEI	CELCT30001	1325	40997 NO		8273300	Celtics Corporation	68th Street NW	Alba
29	Active and Expired with missing info	EEI	CELPL20002	1	40997 NO		8968502	Tasty Freeze Inc.	23 Mortonvalley Rc	Springfield
30	Active and Expired with missing info		CRERE20318	1	40997 NO		6365700			
31	Active and Expired with missing info	EEI	RHVEN10134	200	41004 NO		9221800			
32	Active and Expired with missing info	EEI	RHVEN10134	1100	41004 NO		7256901			
33	Active and Expired with missing info	Self-funded	RHVEN10134	900	41004 NO		678000			
34	Active and Expired with missing info	Self-funded	RHVEN10136	60	41004 NO					
35	Active and Expired with missing info	Self-funded	RRERE10933	1	41004 NO					
36	Active and Expired with missing info	Self-funded	RRERE10933	1	41004 NO		San Juan County			
37	Active and Expired with missing info	Self-funded	RWHWU10982	1	41004 NO		8099600			
38	Active and Expired with missing info	Self-funded	RHVEN11534	1	41005 NO		8968502			
39	Active and Expired with missing info	EEI	RWHWU10972	1	41009 NO		9123900			
40	Active and Expired with missing info	EEI		435	41012 NO		7181741			
41	Active and Expired with missing info	EEI	RHVEN10133	1208	41015 NO		7181741			
42	Active and Expired with missing info	EEI	RWHWU10972	1	41017 NO		7181741			
43	Active and Expired with missing info	EEI	RWHWU10982	1	41017 NO		8099600			
44	Active and Expired with missing info	Non-reportable	RHVEN10185	114	41018 NO		9251900			
45	Active and Expired with missing info	Non-reportable	RHVEN10185	41.3	41019 NO		9101500			
46	Active and Expired with missing info	Non-reportable	RULF10843	27	41023 NO		9101500			
47	Active and Expired with missing info	Non-reportable	RULF11521	20	41023 NO		9123900			
48	Active and Expired with missing info	Non-reportable	RWHWU11013	3	41023 NO		3025200			
49	All Active RefNos all Res	EEI	RHVHS10560	1	41030 NO		9124801			
50	All Active RefNos all Res	EEI	RHVHS10356	1	41037 NO		7185500			
51	All Active RefNos all Res	EEI	RWHWU10968	1	41038 NO		8975300			
52	All Active RefNos all Res	EEI	RWHWU10982	4	41418 NO	San Juan County				
53	All Active RefNos all Res	EEI	RHVEN10197	138.74	41026 NO		6540202			
54	All Active RefNos all Res	EEI	RULF11521	81	41059 NO	San Juan County				

## Limitations

It is important to remember that the Summarizer is not an all-encompassing tool or thoroughly robust IT platform. Its functionality is useful but limited. As such, it may not be possible for you to resolve every error that it reports, but it should be possible to solve many of them with simple file checking.

For example:

- Does not check or block non-existent dates such as October 45th, 2012.
- Does not check the format of dates (e.g. "40773" vs "10/13/98", both are accepted equally well)
- Does not check formats in general (e.g. accepts text where a number should be, etc.)

## Estimated Savings Tab

Once you have resolved as many errors as possible, go to the [EstimatedSavings](#) tab and select your utility from the drop-down box at the top. See the screen shot below for an example. This tab shows the summary for all the invoice materials. This is a high-level overview and gives an estimated invoice amount as well as the reimbursement and energy savings amounts.

It is important to note that any data extraction errors that resulted in either missing or erroneous data will affect the values in this draft invoice. Thus, this invoice is likely to differ from the IS2 invoice and in no way a replacement for the finalized, official invoice that BPA will issue following its review of the documents submitted by your utility.

Microsoft Excel - MasterSummarizer112012.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Calibri 10

D9 =SUMIF(Deemed!B02:B01002,"=1",Deemed!AU2:AU1002)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Estimated Savings												
2	CONSOLIDATED IRRIGATION DISTRICT #19												
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Reimbursement		Energy Savings (kWh, busbar)					
	EEI	LPF	Total Reportable Energy Savings	EEI	LPF	Self-funded	Non-reportable
Deemed	\$0.00		-	-		-	-
Lighting calculators	\$0.00		-	-		-	-
Option 1 Custom Projects	\$0.00	\$0.00	-	-		-	-
Option 2 Custom Projects	\$0.00		-	-		-	-
Custom project progress payment	\$0.00		-	-		-	-
Compressed Air	\$0.00		-	-		-	-
EM-EPM	\$0.00		-	-		-	-
EM-HPM	\$0.00		-	-		-	-
EM-TT	\$0.00		-	-		-	-
Total Amounts	\$0.00	\$0.00	-	-	-	-	-

Account Number	10116
Performance Payment (\$/kWh)	\$0.08
Heating Zone	2
Cooling Zone	2
Site to Busbar factor (line losses)	1.09056
Allowable Performance Payment	\$0.00
Utility-requested Maximum Performance	Maximum Requested
Final Performance Payment	\$0.00

Total Invoice	\$0.00
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Start Instructions EstimatedSavings ErrorReport Troubleshoot Deemed Lighting Opt1Custom Opt2Custom Progress CompressAir EM-EPM EM-HPM EM-TT

Draw AutoShapes

Ready